



# CITY OF HOUSTON

## Job Posting

	CORRECTION	CORRECTION	CORRECTION
1	<div>Applications accepted from: ALL PERSONS INTERESTED</div>		
2	<div>Job Classification MANAGEMENT ANALYST IV</div>		
3	<div>Posting Number PN# 105094</div>		
4	<div>Department Health &amp; Human Services Department</div>		
5	<div>Division Office of Surveillance and Public Health Preparedness</div>		
6	<div>Section Bureau of Public Health Preparedness Section</div>		
7	<div>Reporting Location 8000 N Stadium Drive 3<sup>rd</sup> floor</div>		
8	<div>Workdays &amp; Hours M - F, 8 a.m. - 5 p.m.*</div>		
	<div>*Subject to change</div>		
9	<div><b><u>DESCRIPTION OF DUTIES</u></b> Supervises, coordinates and reviews departmental operations and procedures. Develops various management reports for implementing revised management procedures and policies. Serves as the primary liaison to effectively manage financial policies, procedures and systems.</div>		
	<div><b><u>CORE FUNCTIONS</u></b> ➤ Supervision of Strategic National Stockpile Component of Public Health Preparedness Grant. ➤ Supervision of Implementation of Cities Readiness Initiative. ➤ Development of programs. ➤ Reviews, researches and surveys requests to assess operational improvements and implements revised management procedures. ➤ Handles various special projects as assigned.</div>		
10	<div><b><u>WORKING CONDITIONS</u></b> The position is physically comfortable, the individual has discretion about walking, standing, etc.</div>		
11	<div><b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b> Requires a Bachelor's degree in Public Administration, Business Administration, Finance or a field directly related to the job.</div>		
12	<div><b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b> Six (6) years of professional experience in Accounting, Budget Analysis, Finance, Public Administration, or a field directly related to the job are required.</div>		
13	<div><b><u>MINIMUM LICENSE REQUIREMENTS</u></b></div>	None	
14	<div><b><u>PREFERENCES</u></b> ➤ Preference will be given to applicants with prior Public Health and Grant Management experience. ➤ Familiarity/ experience with Strategic National Stockpile and Cities Readiness Initiative and/or experience with Logistics Management. ➤ Experience with Legal/Paralegal and/or Health background.</div>		
15	<div><b><u>SELECTION/SKILLS TESTS REQUIRED</u></b></div>	None	
16	<div><div><b><u>SAFETY IMPACT POSITION</u></b></div><div><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</div><div>This position is not subject to random drug testing however if candidate is promoted into this position, he/she must pass an assignment drug test.</div></div>		
17	<div><div><b><u>SALARY INFORMATION</u></b></div><div><b>GRANT FUNDED POSITION</b> This position is dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: Salary Range - Pay Grade 25 \$1,501-\$2,080 Biweekly \$39,026- \$54,080 Annually</div></div>		
18	<div><b><u>OPENING DATE</u></b></div>	June 15, 2005	
19	<div><b><u>CLOSING DATE</u></b></div>	Open Until Filled	
20	<div><b><u>APPLICATION PROCEDURES</u></b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD Phone Number (713) 759-0838.</div>		
	<div>An equal opportunity employer</div>		